

**VACANCY ANNOUNCEMENT
JUDICIAL TERM LAW CLERK**

Announcement 2014-01

Salary Range \$57,982 to \$82,642 (JSP 11-13)*

Location: Cheyenne, Wyoming

Closes: Open Until Filled

(Applications received prior to July 11, 2014 will be given priority)

Available: August 1, 2014 for a one to two year term

Position Overview

The judicial law clerk researches issues of law, attends trials and other court proceedings, and acts as advisor, making recommendations based on the law, to the Honorable Alan B. Johnson, United States District Judge. The types of cases presented are varied, often involving novel issues of law. While the nature of the matters presented is serious, the office environment is collegial. There is daily interaction with the Judge and other law clerks concerning legal and court-related issues. The judicial law clerks substantively review pleadings, prepare bench memos, and draft dispositive orders on matters pending before the judge, and perform other duties as assigned. Some travel may also be required.

The judicial law clerks will share responsibilities for some clerical and administrative duties. The position will involve interaction with the staff of the Clerk's Office and members of the Bar. Judicial law clerks communicate with counsel, court officials, and litigants regarding case management and procedural requirements and other administrative duties as assigned.

Minimum Qualification Requirements

The applicant must be a law school graduate at the time of appointment and must have strong academic records. Applicants must possess excellent research and writing skills, and proficiency in Windows, Word, and WordPerfect and use of computer aided legal research tools, such as Westlaw or Lexis. Experience and membership on a law review, moot court, and/or publication of noteworthy article is preferred but not required. Good character, maturity, case management skills, the ability to work independently and a willingness to work long hours and under deadlines are required. Bar membership and post-graduate experience in litigation is preferred. Preference may be given to those with two or more years of legal work experience or prior clerkship experience to a judge.

*Starting salary commensurate with work experience and prior pay history. Salary may be higher with previous experience as a law clerk to a judge and prior legal work experience. Optional term extensions up to four years may be offered to the selected candidate based on performance review and eligibility.

Information for Applicants

Employment with the United States District Court offers a generous benefit package, civil and criminal law experience at the federal court level and an environment providing significant responsibility and challenge.

Applicants must be U.S. citizens or eligible to work in the United States.

All appointments are subject to a background check and fingerprinting.

Employees are required to use the Electronic Fund Transfer (EFT) for payroll deposit.

The selected applicant will be eligible for benefits including periodic salary increases, choice of insurance coverages, including health, dental, vision, life, long-term care and disability, and Flexible Spending Accounts (health care and dependent care reimbursement accounts). Participation in these plans is optional.

The selected applicant will be paid ten (10) holidays per year.

The selected applicant is required to adhere to the Judicial Code of Conduct.

The Court is not authorized to reimburse candidates for travel or moving expenses. Participation in the interview process will be at the applicant's own expense and relocation expenses will not be provided.

Employees of the Court serve under "Excepted Appointment" and are considered "At-Will" employees.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, without prior written or other notice. Only qualified applicants will be considered for this position.

How to Apply

Applicants should submit a cover letter, current résumé, writing sample and transcripts to: Federal Clerkship, Chambers of the Honorable Alan B. Johnson, United States District Judge, 2120 Capitol Avenue, Room 2018, Cheyenne, WY 82003-1348 **OR** by email to wyojudgeabj@wyd.uscourts.gov. Letters of recommendation may be provided to the Court directly by the author to the address or email address above.

Applications will be considered when received and should be submitted as soon as possible. Selected interviews may be scheduled, by letter or telephone, with a reference request, as applications are reviewed. Applications will be kept on file for a period of one year.

THE UNITED STATES GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER